



Authorized Federal Supply Schedule Price List

CONTRACTOR:
FM TALENT SOURCE LLC
 912 THAYER AVENUE
 SUITE 300-A
 SILVER SPRING, MD 20910-5733

| | | |
|------------------|--|--|
| Schedule Title : | Temporary Administrative and Professional Staffing Services (TAPS) FSC Group – 736 | |
| Business Size: | ***8(a) certified company**** | |
| Contract Number: | GS-07F-0312U | |
| DUNS# : | 169727646 | |
| Contract Period: | April 21, 2013 – April 20, 2018 | |
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FM TALENT SOURCE LLC

912 Thayer Avenue, Suite 300-A, Silver Spring, MD 20910

Schedule Title : Temporary Administrative and Professional Staffing Services
(TAPS) FSC Group – 736

Business Size: ***8(a) certified company****

Contract No: GS-07F-0312U

DUNS# : 169727646

Contract Period: April 21, 2013 – April 20, 2018

1a: Table of Awarded Special Item Number(s) with Pricing Info

SIN 736-1 - Administrative Support and Clerical Services**National**

| Position | Rate | Position | Rate |
|--------------------------|-------------|--------------------------|-------------|
| Accounting Clerk I | \$27.99 | Production Control Clerk | \$38.75 |
| Accounting Clerk II | \$30.83 | Receptionist | \$26.98 |
| Accounting Clerk III | \$39.17 | Secretary I | \$32.62 |
| Administrative Assistant | \$53.27 | Secretary II | \$35.88 |
| Data Entry Operator I | \$26.90 | Secretary III | \$43.80 |
| Data Entry Operator II | \$28.93 | Word Processor I | \$28.84 |
| General Clerk I | \$27.68 | Word Processor II | \$32.00 |
| General Clerk II | \$29.78 | Word Processor III | \$35.53 |
| General Clerk III | \$33.65 | | |

SIN 736-5 Technical and Professional Services**National**

| Position | Rate | Position | Rate |
|-------------------------------|-------------|------------------------------|-------------|
| Financial Analyst I | \$39.65 | Paralegal/Legal Assistant IV | \$65.27 |
| Financial Analyst II | \$53.18 | Program Analyst | \$71.64 |
| Financial Analyst III | \$66.73 | Technical Writer I | \$38.59 |
| Financial Analyst IV | \$80.26 | Technical Writer II | \$46.20 |
| Paralegal/Legal Assistant I | \$37.71 | Technical Writer III | \$54.91 |
| Paralegal/Legal Assistant II | \$45.62 | Contracts Specialist | \$58.31 |
| Paralegal/Legal Assistant III | \$54.74 | | |

1b: N/A

1c: Descriptions



JOB DESCRIPTIONS

SIN 736-1

ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

(N) ACCOUNTING CLERK I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or a related area.

(N) ACCOUNTING CLERK II

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

(N) ACCOUNTING CLERK III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

(N) Administrative Assistants

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, researches and creates presentations. Generate reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit or department.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.



(N) DATA ENTRY OPERATOR I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

(N) DATA ENTRY OPERATOR II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

(N) GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or a related area.

(N) GENERAL CLERK II

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

(N) GENERAL CLERK III

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

(N) GENERAL CLERK III

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Requires a high school diploma or its equivalent with 7 years of experience in the field or a related area.



(N) PRODUCTION CONTROL CLERK

Compiles and records production data for industrial establishments to compare records and reports on volume of productions, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work, tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, spreadsheet or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Requires a high school diploma or its equivalent with 4 years of experience in the field or a related area.

(N) RECEPTIONIST

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

(N) SECRETARY I

Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.



(N) SECRETARY II

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or a related area.

(N) SECRETARY III

Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
4. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.



(N) SECRETARY IV

Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
4. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Requires a high school diploma or its equivalent with 7 years of experience in the field or a related area.

(N) SECRETARY V

Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
4. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Requires a high school diploma or its equivalent with 9 years of experience in the field or a related area.

(N) WORD PROCESSOR I

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.



(N) WORD PROCESSOR II

Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

1. Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
2. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.
3. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Requires a high school diploma or its equivalent with 2-4 years of experience in the field or a related area.

(N) WORD PROCESSOR III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Requires a high school diploma or its equivalent with 4 years of experience in the field or a related area.



JOB DESCRIPTIONS

SIN 736-5

TECHNICAL AND PROFESSIONAL OCCUPATIONS

(N) FINANCIAL ANALYST I

Assists in developing business solutions according to the goals and objectives of the project. Assists with preparing documentation, reports and deliverables for manager approval. Actively participates in the engagement as a support team member who is provided daily supervision and direction.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or a related area.

(N) FINANCIAL ANALYST II

Recommends and develops business solutions according to the goals and objectives of the project. Prepares documentation, reports and deliverables for manager and client approval. Actively participates in the engagement as a key team member who is provided daily supervision and direction.

Requires a Bachelors Degree and/or 2-4 years of experience in the field or a related area.

(N) FINANCIAL ANALYST III

Recommends and develops business solutions according to the goals and objectives of the project. Prepares documentation, reports and deliverables for manager and client approval. Actively participates in the engagement with the ability to work as an independent contributor or as a key team member with little daily supervision.

Requires a Bachelors Degree and/or 3-5 years of experience in the field or a related area.

(N) FINANCIAL ANALYST IV

Implements business solutions according to goals and objectives of the project. Works closely with staff in resolving any project, personnel or planning issues. Works with agency POC to accomplish specific task orders. Conducts preliminary quality control over project deliverables and activities.

Requires a Bachelors Degree and/or 5 years of experience in the field or a related area.

(N) PARALEGAL/LEGAL ASSISTANT I

Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties:

1. Consults prescribed sources of information for facts relating to matters of interest to the program;
2. Reviews documents to extract selected data and information relating to specific items;
3. Reviews and summarizes information in prescribed format on case precedent and decisions;
4. Searches and extracts legal references in libraries and computer-data banks;
5. Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.



(N) PARALEGAL/LEGAL ASSISTANT II

At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent:

1. Reviews case materials to become familiar with questions under consideration;
2. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;
3. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
4. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
5. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
6. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
7. Verifies citations and legal references on prepared legal documents;
8. Prepares summaries of testimony and depositions;
9. Drafts and edits nonlegal memoranda, research reports and correspondence relating to cases.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.

(N) PARALEGAL/LEGAL ASSISTANT III

At this level, participates in the substantive development of cases by performing the following functions:

1. Analyzes and evaluates case files against litigation worthiness standards;
2. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
3. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
4. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
5. Interviews relevant personnel and potential witnesses to gather information;
6. Reviews and analyzes relevant statistics;
7. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
8. Consults with statistical experts on reliability evaluations;
9. May testify in court concerning relevant data.

Requires a high school diploma or its equivalent with 5-8 years of experience in the field or a related area.



(N) PARALEGAL/LEGAL ASSISTANT IV

At this level, assists in the evaluation, development and litigation of cases by performing the following duties:

1. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
2. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
3. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
4. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
5. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
6. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
7. Interviews potential witnesses for information and prepares witnesses for court appearances;
8. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
9. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
10. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

Requires a high school diploma or its equivalent with 8 years of experience in the field or a related area.

(N) PROGRAM ANALYST

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. Serve as analyst and advisor to management on the evaluation of the effectiveness of Government programs and operations or the productivity and efficiency of the management of Federal agencies, or both. Requires knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. May sometimes require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in the application of fact-finding and investigative techniques, oral and written communications, and the development of presentations and reports.

4 or more years of Program Analysis experience

Excellent verbal communication skills, written skills, organizational skills, and problem solving skills



(N) TECHNICAL WRITER I

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.

(N) TECHNICAL WRITER II

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Requires a high school diploma or its equivalent with 2-5 years of experience in the field or a related area.



(N) TECHNICAL WRITER III

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Requires a high school diploma or its equivalent with 5 years of experience in the field or a related area.

(N) CONTRACTS SPECIALIST

Performs acquisition planning activities:
Reviews assigned requisitions for accuracy and completeness or review assigned acquisitions;
Performs presolicitation activities:
Prepares file documentation, post synopses, prepare solicitations;
Perform solicitation activities:
Assists in developing the source selection plan as required;
Receives quotes/bids/offers and record information received;
Prepares file documentation and award documents to support award recommendation;
Obtains signatures when required and distribute contract documents;
Prepares task orders/delivery orders and file documentation
Prepares modifications as required;
Administers contracts including the monitoring of progress, review of invoices for accuracy, resolving discrepancies, obtaining contracting officer signatures;
Close outs acquisitions upon completion

4 or more years of Contracts and/or Procurement experience
Knowledge of the statutes, regulations, policies and procedures governing federal acquisitions.
General experience in Federal acquisitions
Excellent verbal communication skills, written skills, and organizational skills



| | | |
|------|---|--|
| 2: | Maximum Order | \$100,000 per SIN |
| 3: | Minimum Order | \$100 |
| 4: | Geographic Coverage | National |
| 5: | Points of Production | N/A |
| 6: | Discounts | N/A |
| 7: | Quantity Discounts | N/A |
| 8: | Prompt Payment | N/A |
| 9: | Gov't Purchase Cards | Government Purchase Cards are also accepted above the micro-purchase threshold |
| 10: | Foreign Items | N/A |
| 11: | Time of Delivery | Determined at Task Order |
| 11b: | Expedited Delivery | Determined at Task Order |
| 11c: | Overnight Delivery | N/A |
| 11d: | Urgent | Agencies can contact Contractor to affect faster delivery |
| 12: | FOB Point | N/A |
| 13: | Ordering Info | FM Talent Source 912 Thayer Ave 3 rd Floor Silver Spring, MD 20910 301-495-4956 (main) 301-495-1510 (fax) |
| 14: | Payment Address | Same as contractor address |
| 15: | Warranty | Customer can contact Contractor |
| 16: | Export Packing | N/A |
| 17: | Terms and Conditions | Government Purchase Cards (N/A) |
| 18: | Terms and Conditions Rental, Maintenance and Repair | (N/A) |
| 19: | Terms and Conditions of Installation | N/A |
| 20: | Terms and Conditions of Repair Parts | N/A |
| 20a: | Terms and Conditions for Other Services | N/A |
| 21: | List of Service and Distribution Points | N/A |
| 22: | List of Participating Dealers | N/A |
| 23: | Preventive Maintenance | N/A |
| 24a: | Special Attributes | N/A |
| 24b: | Section 508 | N/A |
| 25: | DUNS No. | 169727646 |
| 26: | SAM/CCR | Active and up to date |



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Temporary Administrative and Professional Staffing Services, (TAPS) FSC Group – 736

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